

WISCONSIN ELECTIONS COMMISSION

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MEMORANDUM

TO: Wisconsin County Clerks
Milwaukee County Election Commission
Wisconsin Municipal Clerks
City of Milwaukee Election Commission

FROM: Wisconsin Elections Commission
Election Administration Team

DATE: February 13, 2018

SUBJECT: Type A Notice of August 12, 2018, Partisan Primary and November 6, 2018, General Election; Notification of Noncandidacy; and Other Important Information

This correspondence includes information useful to you in preparing for the upcoming partisan primary and general election.

NOTICE OF ELECTION

The Type A Notice of Election contains all state and federal offices for the partisan primary on August 12, 2018, and the general election on November 6, 2018. The Type A Notice must be published by all county clerks on **April 10, 2018**. When a weekly newspaper is chosen for publication, the notice shall appear in the newspaper's closest preceding issue.

It is not necessary for each county to publish all the information contained in the Type A Notice. The notice published by each county clerk lists the information regarding the applicable congressional district offices, legislative offices, and county partisan offices within your respective county. The notice must also include the statement about circulation and filing of nomination papers.

All county clerks are required to send the Type A Notice to each municipal clerk in their county no later than **April 3, 2018**. Municipal clerks are not required to publish the Type A Notice for the partisan primary and general election. Municipal clerks **are required** to certify to their county clerks the approximate number of electors in the municipality on June 1, 2018, to help the county clerks determine how many ballots to prepare for the fall election. Wis. Stats. § 5.66 (1). Please remind the municipal clerks in your county of this requirement.

BEGINNING OF TERMS OF OFFICE FOR FEDERAL OFFICES VS. STATE AND COUNTY OFFICES

WEC staff continues to receive questions about the January 3rd date for the beginning of federal office terms. Article XX, Section 1 of the Amendments to the United States Constitution states: "The terms of

(U.S.) Senators and (U.S.) Representatives end at noon on the 3rd day of January...and the terms of their successors shall then begin.”

State office and county office terms start on a different date than federal terms. Article XIII, Section 1 of the Wisconsin Constitution states: “The political year for this state shall commence on the first Monday of January in each year, and the general election shall be held on the Tuesday next succeeding the first Monday of November in even-numbered years.” Therefore, the term of office for those state and county offices elected on November 6, 2018 will begin on January 7, 2019.

COUNTY CANDIDATE BALLOT ACCESS FORMS AND CHECKLIST

The county candidate checklist for ballot access requirements (ELIS-16) was prepared to assist county candidates in qualifying for ballot placement. It is located on the Elections Commission website, along with **two of the three required forms for ballot access**. The following documents are available at <http://elections.wi.gov/forms>:

ELIS-16 County Candidate Ballot Access Checklist for Fall 2018

ELIS-162 Declaration of Candidacy (Rev. 7/2016)

ELIS-168 Nomination Paper for Partisan Office (Rev. 03/2016)

See next section for Campaign Registration Statement, which is now known as the CF-1 Campaign Finance Committee/Conduit Registration Statement.

COUNTY CANDIDATE CAMPAIGN REGISTRATION STATEMENT AND COUNTY CANDIDATE CF CHECKLIST

CF-1 Campaign Finance Committee/Conduit Registration Statement.

<https://ethics.wi.gov/Pages/CampaignFinance/Forms.aspx>

ETIS-17 Campaign Finance Checklist for County Candidates

<https://ethics.wi.gov/Pages/Resources/ResourcesOverview.aspx>

Please refer any campaign finance questions to the Ethics Commission.

NOTIFICATION OF NONCANDIDACY

For the Fall 2018 Election, any incumbent officeholder who does not intend to seek re-election should file a Notification of Noncandidacy Form (EL-163) no later than 5:00 p.m. on **Friday, May 18, 2018**.

If an incumbent not seeking re-election does not file the notification by the deadline, and does not file ballot access papers by the required statutory deadline to seek re-election, the filing deadline will be extended an additional 72 hours for any other person wishing to run for that office.

The deadline is not extended for the incumbent. If an incumbent not seeking re-election files the notification timely, the nomination paper deadline of June 1, 2018, is unchanged. If the incumbent

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decides to run for office after filing the notification, he or she can run for re-election by filing the appropriate ballot access papers by the normal deadline. We recommend that in early May you send this form, along with a short explanation, to all your incumbents. The EL-163 is available from the Wisconsin Elections Commission website. <http://gab.wi.gov/forms>

If you have any questions concerning this memorandum, please contact the Help Desk at 608-261-2028 or elections@wi.gov.